Information Requirements for Use Case Document Unit or Organizational Award Use Case

Name: **Approval Authority Code**

Text: The code that represents the action office which can approve an action for a member.

Sample Codes:
A- Unit Commander
B-Local Finance and Accounting officer
C-Commanding General
D-Secretary of the Army
E-Secretary of the Navy
F-Secretary of the Air Force
G-Director, Defense Finance and Accounting Service
H-President of the United States
...

Name: **Approving Official Duty Title**

Text: The job/billet title of the person authorized to approve or disapprove a specific pay/personnel action. This may be an organization code or an actual title.

Name: **Approving Official Rank**

Text: The rank of a person authorized to approve or disapprove a specific pay/personnel action

Name: **Assigned Duty Actual Start Date**

Text: The date when a Person's permanent duty assignment starts.

Name: **Assigned Duty Actual Stop Date**

Text: The date when a Person's permanent duty assignment stops.

Name: **Assigned Specified Operation Mission**

Text: The objective or goal for which the assigned specified operation was originated.

Name: **Assigned Specified Operation Name**

Text: The common name, or official designation for an assigned specified operation/contingency (e.g., Desert Shield, Desert Storm, Urgent Fury).

Name: **Assigned Specified Operation Start Date**

Text: The begin date of a person's assignment to a specified operation.

Name: **Assigned Specified Operation Stop Date**

Text: The end date of a person's assignment to a specified operation.

Name: **Assigned Unit Identification Code (UIC, RUC, PAS)**

Text: The Service unique code that represents the unit to which a person is assigned.

Name: **Attached Specified Operation Mission**

Text: The objective or goal for which the attached specified operation was originated.

Name: Attached Specified Operation Name

Text: The common name, or official designation for an attached specified operation/contingency (e.g., Desert Shield, Desert Storm, Urgent Fury).

Name: Attached Specified Operation Start Date

Text: The begin date of a person's attachment to a specified operation.

Name: Attached Specified Operations Stop Date

Text: The end date of a person's attachment to a specified operation.

Name: Award Authorization Date

Text: The date that a Recommendation for an award is approved.

Name: Award Certificate Text

Text: The commonly used text for a given type of award.

For example: The text on a certificate which accompanies the award of the Bronze Star.

Name: Award Eligibility Start Date

Text: The date when a Member is determined to be eligible to receive an award.

Name: Award Justification Synopsis

Text: The concise terms of the actions and activities that justify the award submission. This is a summarized statement of the justification which will appear on the award citation.

Name: Award Name

Text: The name of a military award.

Sample Codes:

Award Type A - Individual Specific Achievement Award:
A - PURPLE HEART
B - SILVER STAR
C - MEDAL OF HONOR
D - BRONZE STAR
E - AIR FORCE CROSS
F - DISTINGUISHED FLYING CROSS
G - AIRMAN'S MEDAL
H - AIR MEDAL
I - JOINT COMMENDATION MEDAL WITH "V" DEVICE
J - ARMY COMMENDATION MEDAL WITH "V" DEVICE
K - NAVY COMMENDATION MEDAL WITH "V" DEVICE
L - AIR FORCE COMMENDATION MEDAL WITH "V" DEVICE
M - SOLDIER'S MEDAL
N - NAVY CROSS

Name: **Award Number**

Text: Achieving the award two or more times is noted with a device (i.e., Combat V, Palm, Oak Leaf Cluster, Numeral).

Note: The first time the member earns the award, the member will earn a ribbon/medal.

Name: **Award Period Start Date**

Text: The date when an award period starts.

Name: **Award Period Stop Date**

Text: The date when an award period stops.

Name: **Award Type**

Text: The type of award (decoration, ribbon, or badge) the Member is eligible to receive:
A - Individual Specific Achievement Award
B - Individual General Achievement Award
C - Unit or Organizational Award
D - Individual Badge

Name: Pay: Grade

Text: The personnel class and pay level of a person. This IR is used for computation of pay.

Codes:
For Army, Use:
O10 - COMMISSIONED OFFICER, GENERAL OF THE ARMY (FIVE STAR)
O10 - CHAIRMAN, JOINT CHIEFS OF STAFF
O10 - COMMISSIONED OFFICER, GENERAL
O9 - COMMISSIONED OFFICER, LIEUTENANT GENERAL
O8 - COMMISSIONED OFFICER, MAJOR GENERAL
O7 - COMMISSIONED OFFICER, BRIGADIER GENERAL
O6 - COMMISSIONED OFFICER, COLONEL
O5 - COMMISSIONED OFFICER, LIEUTENANT COLONEL
O4 - COMMISSIONED OFFICER, MAJOR
O3 - COMMISSIONED OFFICER, CAPTAIN
O2 - COMMISSIONED OFFICER, FIRST LIEUTENANT
O1 - COMMISSIONED OFFICER, SECOND LIEUTENANT
CWO5 - COMMISSIONED OFFICER, MASTER WARRANT OFFICER FIVE
CWO4 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER FOUR
CWO3 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER THREE
CWO2 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER TWO
W01 - WARRANT OFFICER, WARRANT OFFICER ONE
E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SERGEANT MAJOR OF
THE ARMY
E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, COMMAND SERGEANT
MAJOR
E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SERGEANT MAJOR
E8 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, FIRST SERGEANT
E8 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, MASTER SERGEANT
E7 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SERGEANT FIRST
CLASS
E6 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, STAFF SERGEANT
E5 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SERGEANT
E4 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, CORPORAL
E4 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SPECIALIST
E3 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PRIVATE FIRST CLASS
E2 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PRIVATE-2
E1 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PRIVATE-1

For Navy, Use:
O10 - COMMISSIONED OFFICER, FLEET ADMIRAL (FIVE STAR)
O10 - CHAIRMAN, JOINT CHIEFS OF STAFF
O10 - COMMISSIONED OFFICER, ADMIRAL
O9 - COMMISSIONED OFFICER, VICE ADMIRAL
O8 - COMMISSIONED OFFICER, REAR ADMIRAL (UPPER HALF)
O7 - COMMISSIONED OFFICER, REAR ADMIRAL (LOWER HALF)
O6 - COMMISSIONED OFFICER, CAPTAIN
O5 - COMMISSIONED OFFICER, COMMANDER
O4 - COMMISSIONED OFFICER, LIEUTENANT COMMANDER
O3 - COMMISSIONED OFFICER, LIEUTENANT
O2 - COMMISSIONED OFFICER, LIEUTENANT JUNIOR GRADE
O1 - COMMISSIONED OFFICER, ENSIGN

CWO4 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER
CWO3 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER
CWO2 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER
W01 - WARRANT OFFICER, WARRANT OFFICER
E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, MASTER CHIEF PETTY OFFICER OF THE NAVY
E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, MASTER CHIEF PETTY OFFICER
E8 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SENIOR CHIEF PETTY OFFICER
E7 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, CHIEF PETTY OFFICER
E6 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PETTY OFFICER FIRST CLASS
E5 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PETTY OFFICER SECOND CLASS
E4 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PETTY OFFICER THIRD CLASS
E3 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SEAMAN
E2 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SEAMAN APPRENTICE
E1 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SEAMAN RECRUIT

For Air Force, Use:
O10 - CHAIRMAN, JOINT CHIEFS OF STAFF
O10 - COMMISSIONED OFFICER, GENERAL
O9 - COMMISSIONED OFFICER, LIEUTENANT GENERAL
O8 - COMMISSIONED OFFICER, MAJOR GENERAL
O7 - COMMISSIONED OFFICER, BRIGADIER GENERAL
O6 - COMMISSIONED OFFICER, COLONEL
O5 - COMMISSIONED OFFICER, LIEUTENANT COLONEL
O4 - COMMISSIONED OFFICER, MAJOR
O3 - COMMISSIONED OFFICER, CAPTAIN
O2 - COMMISSIONED OFFICER, FIRST LIEUTENANT
O1 - COMMISSIONED OFFICER, SECOND LIEUTENANT
E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, CHIEF MASTER SERGEANT OF THE AIR FORCE
E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, CHIEF MASTER SERGEANT
E8 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SENIOR MASTER SERGEANT

Name: Person Duty Status

Text: The code that represents a status pertaining to the management of human resources. The value describes the status of a person relevant to his or her availability for duty.

Codes:

If the Person Duty Status Type Code is AA - PRESENT FOR DUTY, use the following code.

AAA - PRESENT FOR PERFORMANCE OF NORMAL DUTY

If the Person Duty Status Type Code is BA - CASUALTY - ILL/INJURED, then use the following codes:

BAA - CASUALTY - ILL/INJURED, INCAPACITATING ILLNESS OR INJURY
BAB - CASUALTY - ILL/INJURED, NOT SERIOUSLY ILL OR INJURED
BAC - CASUALTY - ILL/INJURED, SERIOUSLY ILL OR INJURED
BAD - CASUALTY - ILL/INJURED, VERY SERIOUSLY ILL OR INJURED

If the Person Duty Status Type Code is BB - CASUALTY - MISSING, then use the following codes:

BBA - CASUALTY - MISSING, BELEAGURED
BBB - CASUALTY - MISSING, BESEIGED
BBC - CASUALTY - MISSING, CAPTURED
BBD - CASUALTY - MISSING, DETAINED
BBE - CASUALTY - MISSING, INTERNED
BBF - CASUALTY - MISSING, MISSING IN ACTION
BBG - CASUALTY - MISSING, MISSING

If the Person Duty Status Type Code is BC - CASUALTY - DUTY STATUS - WHEREABOUTS UNKNOWN, then use the following code:

BCA - CASUALTY - DUTY STATUS - WHEREABOUTS UNKNOWN

If the Person Duty Status Type Code is BD - CASUALTY - DECEASED, then use the following code:

BDA - CASUALTY - DECEASED

If the Person Duty Status Type Code is CA - CIVIL CONFINEMENT (MILITARY ONLY), then use the following codes:

CAA - CIVIL CONFINEMENT (MILITARY ONLY), CONFINED
CAB - CIVIL CONFINEMENT (MILITARY ONLY), INTERNED
CAC - CIVIL CONFINEMENT (MILITARY ONLY), IN HANDS OF CIVIL AUTHORITY
CAD - CIVIL CONFINEMENT (MILITARY ONLY), JAILED - STATE PRISON
CAE - CIVIL CONFINEMENT (MILITARY ONLY), JAILED - FEDERAL PENITENTIARY
CAF - CIVIL CONFINEMENT (MILITARY ONLY), JAILED - LOCAL/COUNTY

If the Person Duty Status Type Code is DA, DESERTION (MILITARY ONLY), then use the following codes:

DAA - DESERTION (MILITARY ONLY), ABSENTEE

DAB - DESERTION (MILITARY ONLY), DESERTER
DAC - DESERTION (MILITARY ONLY), DECLARED DESERTER

If the Person Duty Status Type Code is HA - LEAVE - CHARGEABLE (MILITARY ONLY),
then use the following codes:

HAA - LEAVE, - ADMINISTRATIVE DISCHARGE
HAB - LEAVE, - ADVANCE
HAC - LEAVE, - APPELLATE REVIEW HOLD - INVOLUNTARY
HAD - LEAVE, - APPELLATE REVIEW HOLD - VOLUNTARY
HAE - LEAVE, - EMERGENCY LEAVE
HAF - LEAVE, - ENVIRONMENTAL AND MORALE
HAG - LEAVE, - EXCLUDING DELAY ENROUTE
HAH - LEAVE, - ORDINARY
HAI - LEAVE, - REENLISTMENT LEAVE
HAJ - LEAVE, - REST AND RECUPERATION (R&R)
HAK - LEAVE, - TERMINAL LEAVE
HAL - LEAVE, - TRANSITION
HAM - LEAVE, - DELAY ENROUTE - TDY
HAN - LEAVE, - RECRUITER ASSISTANCE PROGRAM

If the Person Duty Status Type Code is HB, LEAVE - NON-CHARGEABLE (MILITARY
ONLY), then use the following codes:

HBA - LEAVE, - APPELLATE LEAVE
HBB - LEAVE, - ADMINISTRATIVE LEAVE
HBC - LEAVE, - AWAITING DISABILITY DETERMINATION
HBD - LEAVE, - CONVALESCENT LEAVE
HBE - LEAVE, - DELAY ENROUTE - PCS ACCESSION, OPERATIONS, ROTATION
TRAVEL, AND PCS TRAVEL ORGANIZED UNITS
HBF - LEAVE, - EDUCATIONAL LEAVE OF ABSENCE
HBG - LEAVE, - EMERGENCY TRAVEL - INVOLVES OVERSEAS TRAVEL
HBH - LEAVE, - EXCESS
HBI - LEAVE, - GRADUATION LEAVE
HBJ - LEAVE, - INCENTIVE LEAVE
HBK - LEAVE, - PERMISSIVE TDY
HBL - LEAVE, - R&R TRAVEL - DEPENDENT RESTRICTED AREA
HBM - LEAVE, - SPECIAL LEAVE
HBN - LEAVE, - SPECIAL REST RECUPERATION (FOR ENLISTED ONLY) (SR&R)

If the Person Duty Status Type Code is HC, LEAVE - CIVILIAN, then use the following codes:

HCA - LEAVE, - LEAVE WITHOUT PAY
HCB - LEAVE, - JURY DUTY LEAVE
HCC - LEAVE, - COMPENSATORY LEAVE
HCD - LEAVE, - CREDIT HOURS LEAVE
HCE - LEAVE, - MILITARY LEAVE
HCF - LEAVE, - FURLOUGH
HCG - LEAVE, - RELIGIOUS LEAVE
HCH - LEAVE, - SABBATICAL
HCI - LEAVE, - SICK LEAVE
HCJ - LEAVE, - HOME LEAVE

HCK - LEAVE, - COURT LEAVE
HCL - LEAVE, - BONE MARROW/ORGAN DONATION LEAVE
HCM - LEAVE, - ANNUAL LEAVE

If the Person Duty Status Type Co

Name: Person Duty Status Date

Text: The date when a person's duty status is set or changed.

Name: Person Duty Status Type

Text: The code that denotes a kind of duty status.

Codes:
AA - PRESENT FOR DUTY
BA - CASUALTY - ILL/INJURED (MAY ALSO APPLY TO DEPENDENTS AND RETIREES)
BB - CASUALTY - MISSING (MAY ALSO APPLY TO DEPENDENTS AND RETIREES)
BC - CASUALTY - DUTY STATUS - WHEREABOUTS UNKNOWN
BD - CASUALTY - DECEASED
CA - CIVIL CONFINEMENT (MILITARY ONLY)
DA - DESERTION (MILITARY ONLY)
HA - LEAVE - CHARGEABLE (MILITARY ONLY)
HB - LEAVE - NON-CHARGEABLE (MILITARY ONLY)
HC - LEAVE - CIVILIAN
IA - MILITARY CONFINEMENT (MILITARY ONLY)
JA - ABSENCE WITHOUT LEAVE
KA - SICK IN QUARTERS (MILITARY ONLY)
LA - SUSPENSION (CIVILIAN ONLY)
MA - IN TRANSIT
NA - HOSPITALIZED

Name: Person Full Legal Name

Text: The complete legal name of a Person including first, middle, last and cadency name.

Name: Person Government Category

Text: The government category to which a person belongs.

Codes:
A - U.S. MILITARY
B - DOD CIVILIAN
C - OTHER U.S. FEDERAL GOVERNMENT
D - FOREIGN GOVERNMENT
E - FOREIGN MILITARY
F - NON-GOVERNMENT

Name: Person Social Security Number

Text: The identifier assigned by the Social Security Administration (SSA) to a person.

Name: Person Uniformed Service Branch

Text: The code that represents a person's organizational categorization based on subdivisions recognized by the defense community.

Codes:
A - ARMY
C - COAST GUARD
F - AIR FORCE
H - THE COMMISSIONED CORPS OF THE PUBLIC HEALTH SERVICE
M - MARINE CORPS
N - NAVY
O - THE COMMISSIONED CORPS OF THE NATIONAL OCEANIC ATMOSPHERIC ADMINISTRATION

Name: Person Uniformed Service Component Type

Text: The code that denotes a person's component within one of the Services.

Codes:
R - REGULAR
V - RESERVE
G - GUARD

Name: **Uniformed Service Rank**

Text: The formal title for a step in the military hierarchy that corresponds to grade.

For Army, Use:
GENERAL OF THE ARMY (FIVE STAR)
GENERAL
LIEUTENANT GENERAL
MAJOR GENERAL
BRIGADIER GENERAL
COLONEL
LIEUTENANT COLONEL
MAJOR
CAPTAIN
FIRST LIEUTENANT
SECOND LIEUTENANT
MASTER WARRANT OFFICER FIVE
CHIEF WARRANT OFFICER FOUR
CHIEF WARRANT OFFICER THREE
CHIEF WARRANT OFFICER TWO
WARRANT OFFICER ONE
SERGEANT MAJOR OF THE ARMY
COMMAND SERGEANT MAJOR
SERGEANT MAJOR
FIRST SERGEANT
MASTER SERGEANT
SERGEANT FIRST CLASS
STAFF SERGEANT
SERGEANT
CORPORAL
SPECIALIST
PRIVATE FIRST CLASS
PRIVATE-2
PRIVATE-1

For Navy, use:
FLEET ADMIRAL (FIVE STAR)
ADMIRAL
VICE ADMIRAL
REAR ADMIRAL (UPPER HALF)
REAR ADMIRAL (LOWER HALF)
CAPTAIN
COMMANDER
LIEUTENANT COMMANDER
LIEUTENANT
LIEUTENANT JUNIOR GRADE
ENSIGN
CHIEF WARRANT OFFICER
CHIEF WARRANT OFFICER
CHIEF WARRANT OFFICER
MASTER CHIEF PETTY OFFICER OF THE NAVY
MASTER CHIEF PETTY OFFICER
SENIOR CHIEF PETTY OFFICER

CHIEF PETTY OFFICER
PETTY OFFICER FIRST CLASS
PETTY OFFICER SECOND CLASS
PETTY OFFICER THIRD CLASS
SEAMAN
SEAMAN APPRENTICE
SEAMAN RECRUIT

For Air Force, use:
GENERAL
LIEUTENANT GENERAL
MAJOR GENERAL
BRIGADIER GENERAL
COLONEL
LIEUTENANT COLONEL
MAJOR
CAPTAIN
FIRST LIEUTENANT
SECOND LIEUTENANT
CHIEF MASTER SERGEANT OF THE AIR FORCE
CHIEF MASTER SERGEANT
SENIOR MASTER SERGEANT
MASTER SERGEANT
TECH SERGEANT
STAFF SERGEANT
SENIOR AIRMAN
AIRMAN FIRST CLASS
AIRMAN
AIRMAN BASIC

For Marine Corps, use:
GENERAL
LIEUTENANT GENERAL
MAJOR GENERAL
BRIGADIER GENERAL
COLONEL
LIEUTENANT COLONEL
MAJOR
CAPTAIN
FIRST LIEUTENANT
SECOND LIEUTENANT
CHIEF WARRANT OFFICER FIVE
CHIEF WARRANT OFFICER FOUR
CHIEF WARRANT OFFICER THREE
CHIEF WARRANT OFFICER TWO
WARRANT OFFICER
SERGEANT MAJOR OF THE MARINE CORPS
SERGEANT MAJOR
MASTER GUNNERY SERGEANT
FIRST SERGEANT
MASTER SERGEANT
GUNNERY SERGEANT
STAFF SERGEANT

SERGEANT
CORPORAL
LANCE CORPORAL
PRIVATE FIRST CLASS
PRIVATE